

# Division of Professional Standards

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## Teacher Online Licensing System (TOLS) User Guide

## **Indiana Mentoring and Assessment Program (IMAP) Enrollment**

Version 1.0

July 2008

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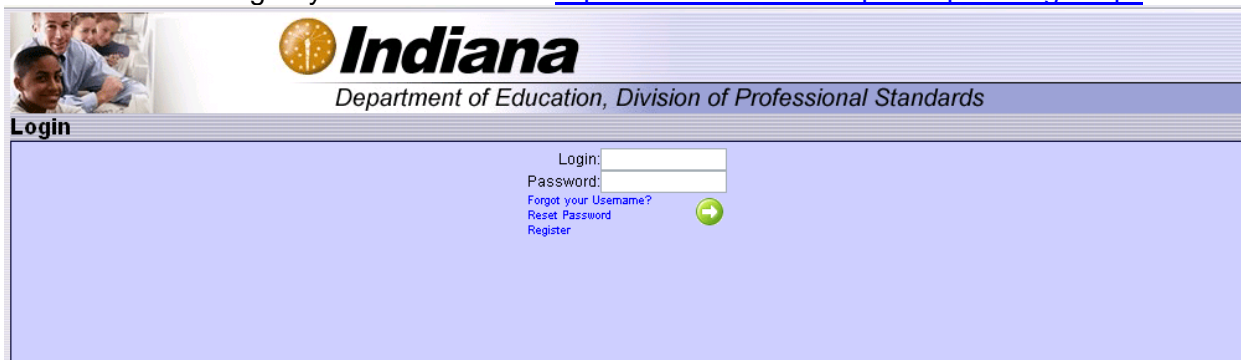
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## User Access and Management (School Corporation)

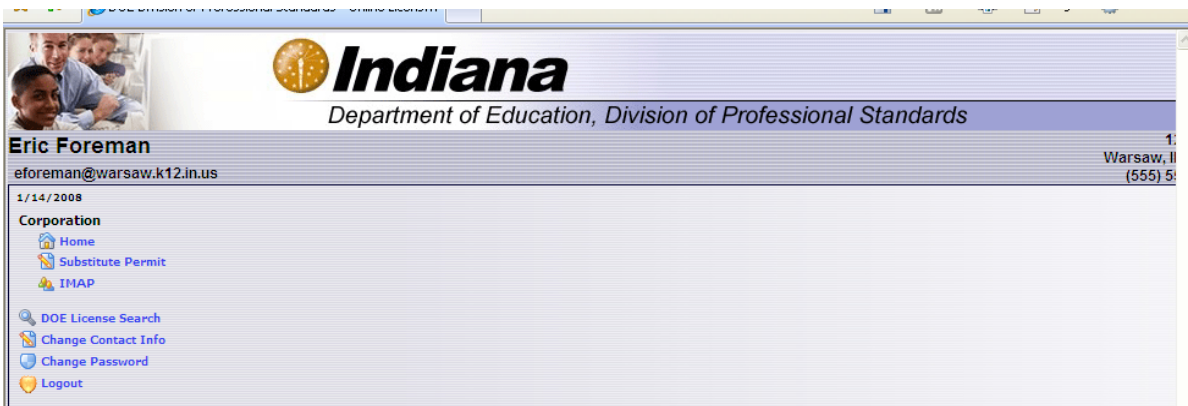
### I. Login

- A. Navigate your web browser to <https://dc.doe.state.in.us/dpsweb/public/login.aspx>



The screenshot shows the login page for the Indiana Department of Education, Division of Professional Standards. The header features the Indiana state seal and the text "Indiana Department of Education, Division of Professional Standards". Below the header, the word "Login" is displayed. The login form includes fields for "Login:" and "Password:", a "Forgot your Username?" link, a "Reset Password" link, and a "Register" link. A green circular button with a right-pointing arrow is located next to the "Reset Password" link.

- B. Enter the Username and Password that you have been assigned.
- C. Click the **LOGIN** button (➡), or simply press **ENTER** on your keyboard to take you to your *Home* page.



The screenshot shows the Home page for the Indiana Department of Education, Division of Professional Standards. The header features the Indiana state seal and the text "Indiana Department of Education, Division of Professional Standards". Below the header, the user's name "Eric Foreman" and email address "eforeman@warsaw.k12.in.us" are displayed. The date "1/14/2008" is shown. The page contains a list of navigation links under the heading "Corporation": Home, Substitute Permit, IMAP, DOE License Search, Change Contact Info, Change Password, and Logout. The IMAP link is highlighted with a yellow background.

Note the seven navigation links at the left side of the *Home* page.



This is a close-up of the navigation links on the Home page. The links are: Home, Substitute Permit, IMAP, DOE License Search, Change Contact Info, Change Password, and Logout. The IMAP link is highlighted with a yellow background.

**IMAP: This is the navigation link you will use for IMAP enrollment.**

SUBSTITUTE PERMIT: This is the navigation link used by school corporations to initiate substitute permit applications. Those instructions are outlined in a separate user manual.

## II. Changing Contact Information

- A. A School Corporation's contact information may be changed whenever it is necessary. Click on the navigation bar **CHANGE CONTACT INFO** to move to the *Edit Contact Information* page.

The screenshot shows the 'Edit Contact Information' page for Eric Foreman. The page header includes the Indiana Department of Education logo and the user's name and email. A left sidebar contains navigation links: Home, Substitute Permit, IMAP, DOE License Search, Change Contact Info (highlighted), Change Password, and Logout. The main content area is titled 'Edit Contact Information' and includes instructions to click 'Submit' or 'Clear'. Below this, the user's current information is displayed in a form with yellow input fields: First Name (Eric), Middle Name, Last Name (Foreman), Birth Date (1/1/1800), Address Line 1 (123 Main), Address Line 2, City (Warsaw), State (IN), Zip Code (55555), Phone Number (5555555555), and Email Address (eforeman@warsaw.k12.in.us). At the bottom, there are dropdown menus for 'Corps' (4415 - Warsaw Community Schools) and 'School' (0000 - Central Office), followed by 'Submit' and 'Clear' buttons.

- B. Change any information that is necessary, and then click the **SUBMIT** button to save the information.

## III. Changing Your Password

- A. A password may be changed at any time. Click on the navigation bar **CHANGE PASSWORD**.

The screenshot shows the 'Change Your Password' page for Eric Foreman. The page header is identical to the previous screenshot. The left sidebar is the same, with 'Change Password' highlighted. The main content area is titled 'Change Your Password' and contains three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are 'Change Password' and 'Clear' buttons.

## Indiana Department of Education

- B. Enter the current password in the Current Password field. Type your new password of one or more characters in the New Password field and in the Confirm New Password field. Click on the **CHANGE PASSWORD** bar to save the new password.

### IV. Enrolling a Beginning Educator in IMAP

- A. To begin the IMAP enrollment process, click on the icon/navigation link **IMAP**. The following screen will be displayed showing Step 1 of the process:

The screenshot shows the 'IMAP Enrollment Form' for 'Step 1: IMAP Enrollment'. The header includes the Indiana Department of Education logo and the user's name 'Eric Foreman' with email 'eforeman@warsaw.k12.in.us'. The left sidebar contains navigation links: Home, Substitute Permit, IMAP, DOE License Search, Change Contact Info, Change Password, and Logout. The main content area displays the following information:

- Superintendent:** Robert Haworth
- Corporation:** Warsaw Community Schools (4415)
- School:** Warsaw Community HS (3647)
- School Address:** 1 Tiger Ln, Warsaw, IN 46580
- School Year:** 2007-2008
- Employed:** ☐ Full-time, ☐ Part-time
- Start Date:** [Calendar icon]

A 'Next' button is located at the bottom right of the form.

- B. **Step 1: Verify Corporation Information** - Verify that the information displayed for your school corporation is correct, then click **NEXT**.

This screenshot is identical to the previous one, but the 'Start Date' field is now populated with '9/3/2007'.

- C. For **EMPLOYED**, identify the employment status of the beginning educator by clicking next to **FULL-TIME** or **PART-TIME**.
- D. Next to **START DATE** enter the IMAP start date for the beginning educator. You can enter the date or choose the date from the calendar control. Click **NEXT**.

E. **Step 2: Select the Beginning Educator**

Enter search criteria for the beginning educator you are enrolling in the fields provided. You may search on some or all of the search criteria. In the example below, the beginning educator is being located by using first and last name.

**Eric Foreman**  
eforeman@warsaw.k12.in.us

123 MAIN  
Warsaw, IN 55555  
(555) 555-5555

12/5/2007 IMAP Enrollment Form

**Corporation**

- Home
- Substitute Permit
- IMAP
- DOE License Search
- Change Contact Info
- Change Password
- Logout

**Step 2: Select the Beginning Educator**

To return to previous steps in the application process, use the Previous button at the bottom

Please enter in as much known information as possible about the Beginning Educator to be mentored. At least one of the search fields must be populated:

First Name: Rachel Last Name: Greene Social Security Number:

**Search for Beginning Educator**

If you can not find the licensed educator you are searching for, the highest likelihood is that the educator has not yet created a user account on this system. Please contact the individual and verify that they have created a user account, and that they have associated that user account with the appropriate school corporation. Only those people having a user account that is associated with your school corporation can potentially appear in your search results.

**Previous Next**

F. Click **SEARCH FOR BEGINNING EDUCATOR**.

**Eric Foreman**  
eforeman@warsaw.k12.in.us

123 MAIN  
Warsaw, IN 55555  
(555) 555-5555

12/5/2007 IMAP Enrollment Form

**Corporation**

- Home
- Substitute Permit
- IMAP
- DOE License Search
- Change Contact Info
- Change Password
- Logout

**Step 2: Select the Beginning Educator**

To return to previous steps in the application process, use the Previous button at the bottom

Please enter in as much known information as possible about the Beginning Educator to be mentored. At least one of the search fields must be populated:

First Name: Rachel Last Name: Greene Social Security Number:

**Search for Beginning Educator**

Name	Corp	School
Rachel Greene	4415 Warsaw Community Schools	3677 Washington Elementary School

If you can not find the licensed educator you are searching for, the highest likelihood is that the educator has not yet created a user account on this system. Please contact the individual and verify that they have created a user account, and that they have associated that user account with the appropriate school corporation. Only those people having a user account that is associated with your school corporation can potentially appear in your search results.

**Previous Next**

G. After clicking the **SEARCH FOR BEGINNING EDUCATOR** button, information will populate for individuals fulfilling the search criteria. In this example, Rachel Greene is the only one for whom information is available. If this is the correct beginning educator, click on the **PERSON ICON** to the left of the name to highlight the information and to bring up the beginning educator's license information.

**Eric Foreman**  
eforeman@warsaw.k12.in.us

12/5/2007

**IMAP Enrollment Form**

**Corporation**  
[Home](#)  
[Substitute Permit](#)  
[IMAP](#)  
[DOE License Search](#)  
[Change Contact Info](#)  
[Change Password](#)  
[Logout](#)

[Begin Enrollment](#)  
[Beginning Educator](#)  
[Mentor Educator](#)  
[Confirm](#)

**Step 2: Select the Beginning Educator**  
 To return to previous steps in the application process, use the Previous button at the bottom.  
 Please enter in as much known information as possible about the Beginning Educator to be mentored. At least one of the search fields must be populated:

First Name: Rachel  
 Last Name: Greene  
 Social Security Number:

[Search for Beginning Educator](#)

Name	Corp	School
Rachel Greene	4415 Warsaw Community Schools	3677 Washington Elementary School

If you can not find the licensed educator you are searching for, the highest likelihood is that the educator has not yet created a user account on this system. Please contact the individual and verify that they have created a user account, and that they have associated that user account with the appropriate school corporation. Only those people having a user account that is associated with your school corporation can potentially appear in your search results.

License No.	Basis	School Setting	Strand
0972260	Rules 2002	Middle School / Junior High	Life Science
0972260	Rules 2002	High School	Mathematics
0972260	Rules 2002	Middle School / Junior High	Mathematics
0972260	Rules 2002	High School	Life Science

[Previous](#) [Next](#)

- H. Click on the **ICON** to the left of the licensure information that coincides with the appropriate teaching assignment for which the IMAP is being completed. Only one row of licensing information can be selected. A new page will appear automatically once you've selected the icon.

V. **Selecting the Mentor (NOTE: this is a continuation of a single online process and cannot be completed separately from enrolling a beginning educator).**

- I. **Step 3: Select the Mentor** – Identify the mentor by entering search criteria into some or all of the fields provided. In the example below, the search is being completed by entering the school corporation number.

**Eric Foreman**  
eforeman@warsaw.k12.in.us

12/5/2007

**IMAP Enrollment Form**

**Corporation**  
[Home](#)  
[Substitute Permit](#)  
[IMAP](#)  
[DOE License Search](#)  
[Change Contact Info](#)  
[Change Password](#)  
[Logout](#)

[Begin Enrollment](#)  
[Beginning Educator](#)  
[Mentor Educator](#)  
[Confirm](#)

**Step 3: Select the Mentor**  
 To return to previous steps in the application process, use the Previous button at the bottom.  
 Please enter in as much known information as possible about the mentor. At least one of the search fields must be populated:

First Name:   
 Last Name:   
 Social Security Number:

Corp ID: 4415  
 School ID:

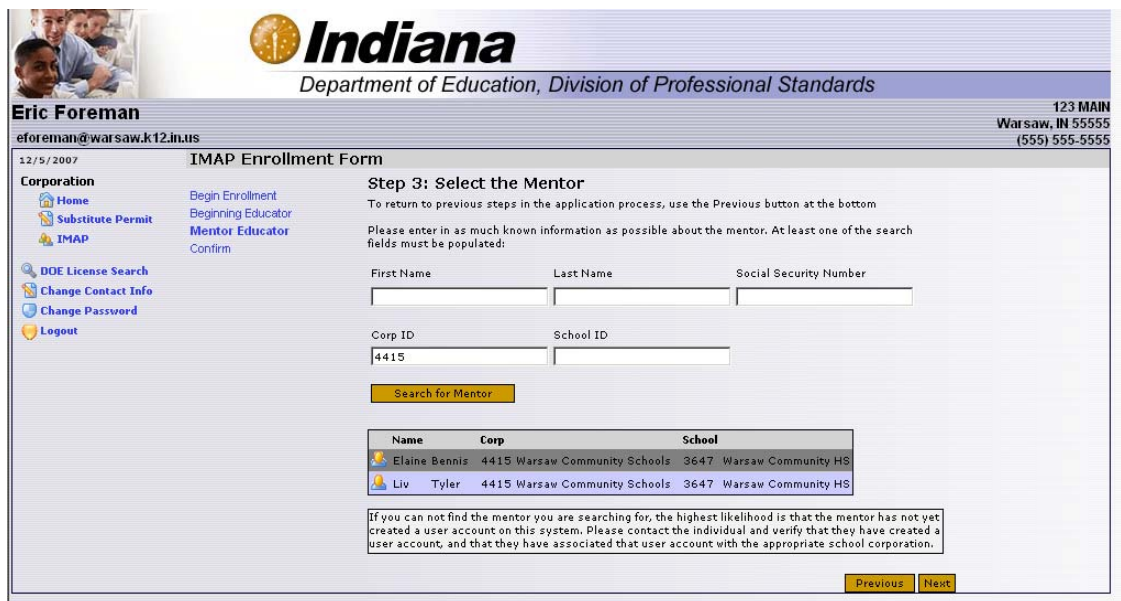
[Search for Mentor](#)

If you can not find the mentor you are searching for, the highest likelihood is that the mentor has not yet created a user account on this system. Please contact the individual and verify that they have created a user account, and that they have associated that user account with the appropriate school corporation.

[Previous](#) [Next](#)



- J. From the names that appear based on the search criteria provided, select the mentor by clicking on the **PERSON ICON** to the left of the name.



**Eric Foreman**  
eforeman@warsaw.k12.in.us



12/5/2007

**IMAP Enrollment Form**

**Step 3: Select the Mentor**  
To return to previous steps in the application process, use the Previous button at the bottom  
Please enter in as much known information as possible about the mentor. At least one of the search fields must be populated:

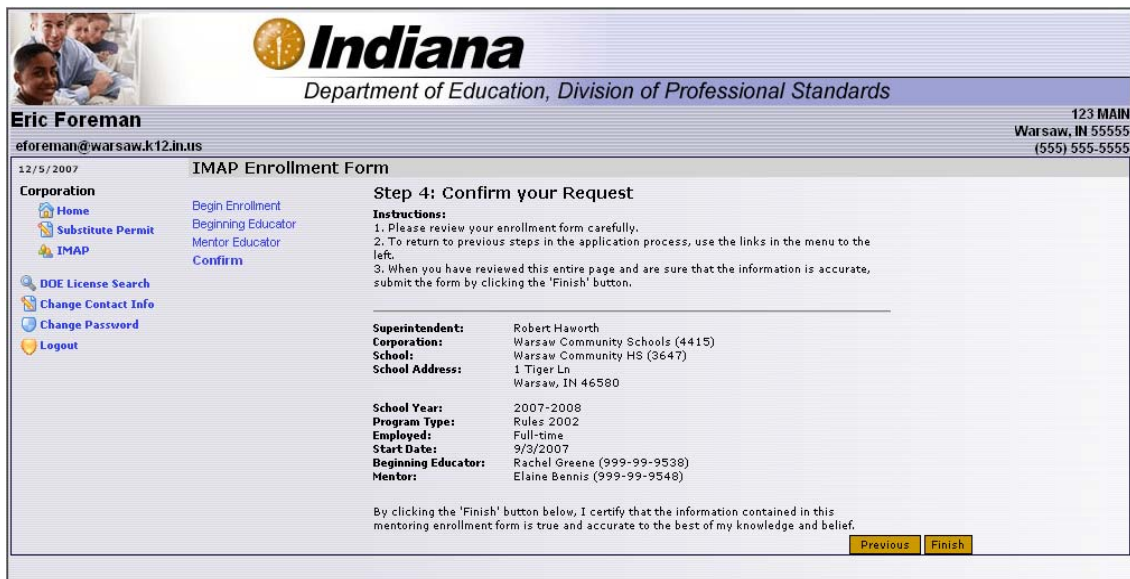
First Name:  Last Name:  Social Security Number:

Corp ID:  School ID:

Name	Corp	School
 Elaine Bennis	4415 Warsaw Community Schools	3647 Warsaw Community HS
 Liv Tyler	4415 Warsaw Community Schools	3647 Warsaw Community HS

If you can not find the mentor you are searching for, the highest likelihood is that the mentor has not yet created a user account on this system. Please contact the individual and verify that they have created a user account, and that they have associated that user account with the appropriate school corporation.

- K. **Step 4: Confirm your Request.** Once you click on the icon, the system will automatically select “next” and display a new page allowing you to confirm your mentor selection.



**Eric Foreman**  
eforeman@warsaw.k12.in.us

12/5/2007

**IMAP Enrollment Form**

**Step 4: Confirm your Request**  
**Instructions:**  
1. Please review your enrollment form carefully.  
2. To return to previous steps in the application process, use the links in the menu to the left.  
3. When you have reviewed this entire page and are sure that the information is accurate, submit the form by clicking the 'Finish' button.

**Superintendent:** Robert Haworth  
**Corporation:** Warsaw Community Schools (4415)  
**School:** Warsaw Community HS (3647)  
**School Address:** 1 Tiger Ln  
Warsaw, IN 46580

**School Year:** 2007-2008  
**Program Type:** Rules 2002  
**Employed:** Full-time  
**Start Date:** 9/3/2007  
**Beginning Educator:** Rachel Greene (999-99-9538)  
**Mentor:** Elaine Bennis (999-99-9548)

By clicking the 'Finish' button below, I certify that the information contained in this mentoring enrollment form is true and accurate to the best of my knowledge and belief.

- L. Review the information provided for the selected mentor. If there is an “error,” use the “previous” button in order to return to the prior page and make changes. If everything is correct, click **FINISH** to submit the enrollment form to the Office of Educator Licensing and Development. Note: If you wish to print this page for your records, you may do so by using the print feature in your web browser **PRIOR to**



**clicking FINISH. Once you click FINISH, you will not have access to the enrollment form.**

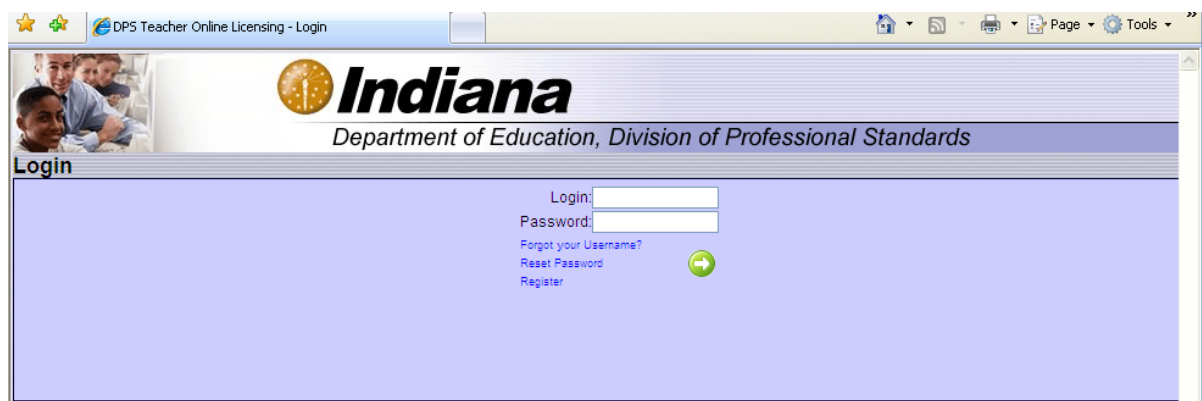
You have now completed the school corporation portion of the IMAP enrollment process. The system will generate automatic e-mail messages to the beginning educator and the selected mentor. The beginning educator and the mentor will need to login to their individual user accounts (see: *User Access and Management – Beginning Educator and Mentor*). School corporations will receive a January Report from the Office of Educator Licensing and Development (OELD) confirming all of their online enrollments and mentor assignments.

## User Access and Management (Beginning Educator and Mentor)

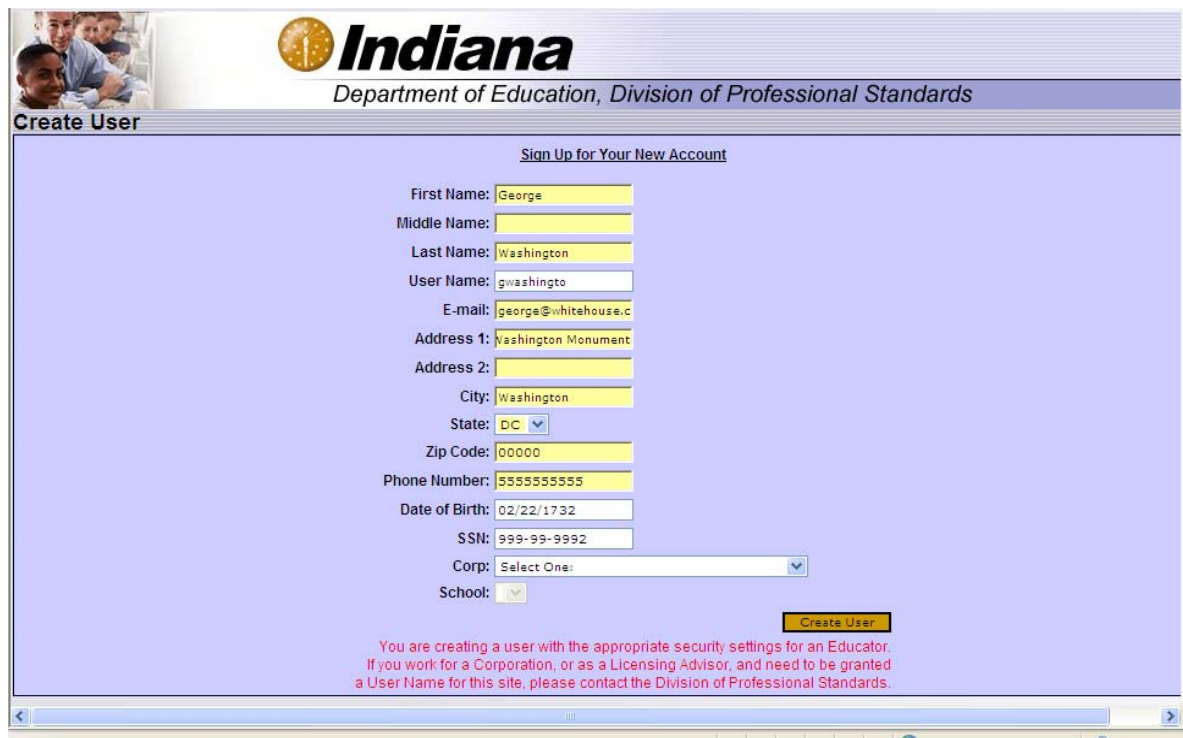
**NOTE: Beginning Educators and Mentors will be able to accept or decline an assignment ONLY after the school corporation has completed the IMAP enrollment form AND they have set up their own individual user accounts for TOLS.**

- I. **Creating User Account and Login** – If you have created a TOLS user account before, you DO NOT need to create a new account ; however, you will need to **be sure you have indicated a SCHOOL CORPORATION in your profile, and that the SCHOOL CORPORATION is the same one for which you are either a beginning educator being enrolled in IMAP or for which you are serving as a mentor.** Instructions for *accepting or declining an IMAP assignment* begin in section IV.

Navigate your web browser to <https://dc.doe.state.in.us/dpsweb/public/login.aspx>

The screenshot shows a web browser window with the title "DPS Teacher Online Licensing - Login". The page features the Indiana Department of Education logo and the text "Department of Education, Division of Professional Standards". Below the header, there is a "Login" section with input fields for "Login:" and "Password:". To the right of these fields is a green arrow button. Below the password field, there are links for "Forgot your Username?", "Reset Password", and "Register".

- A. Click **REGISTER**.



**Indiana**  
Department of Education, Division of Professional Standards

**Create User**

[Sign Up for Your New Account](#)

First Name:   
Middle Name:   
Last Name:   
User Name:   
E-mail:   
Address 1:   
Address 2:   
City:   
State:   
Zip Code:   
Phone Number:   
Date of Birth:   
SSN:   
Corp:   
School:

**Create User**

You are creating a user with the appropriate security settings for an Educator.  
If you work for a Corporation, or as a Licensing Advisor, and need to be granted  
a User Name for this site, please contact the Division of Professional Standards.

- B. Complete all of the required fields paying special attention to your User Name which must be between 4-10 characters long (You will need to remember this every time you login to TOLS) AND your valid e-mail address. Your e-mail address MUST be valid as your first login password will be sent to you via e-mail.

Additionally, be sure to check that your SSN has been entered correctly. For this example, George Washington is creating a TOLS User Account for the first time. Notice the field "School Corporation." You will need to select the school corporation where you are being enrolled in IMAP or where you are serving as a mentor. Once you have provided all necessary information, click **CREATE USER**.

Click OK to continue. Your password will be sent to you via e-mail within a few minutes. If you do not receive it, be sure to check your “SPAM” or “JUNK MAIL” folder.

- C. Once you receive your password, return to the login screen. It is recommended that you use the copy/paste feature in order to transfer your password to prevent typos when logging in for the first time. You will then need to change your password to something easier for you to remember.
- D. At the Login Screen, provide your user ID and the password assigned to you, then click **LOGIN** or press enter to be routed to your Home Page.

## II. Changing Your Password

- A. You may change your password at any time. From your Home Page, select **CHANGE PASSWORD** from the navigation links on the left.

- B. If this is the first time you have logged in, you will need to once again Copy/Paste the password assigned via e-mail in the CURRENT PASSWORD field. Type a NEW PASSWORD, type it again in the CONFIRM NEW PASSWORD field and click **CHANGE PASSWORD**.

### III. Changing Contact Information

- A. You may change your contact information at any time. Select the navigation link on the left for **CHANGE CONTACT INFO**.

The screenshot shows the 'Edit Contact Information' page for Abe Lincoln. The header includes the Indiana Department of Education logo and the user's name 'Abe Lincoln' with email 'tbanks@doe.in.gov'. The left sidebar contains navigation links: Home, Application, DOE License Search, Change Contact Info (highlighted), Change Password, and Logout. The main form area is titled 'Edit Contact Information' and includes instructions: 'Please make changes to the following information and click the "Submit" button. Click "Clear" to reset your changes.' The form fields are as follows:

Abe Lincoln (999-99-0001)	
First Name:	Abe
Middle Name:	
Last Name:	Lincoln
Birth Date:	2/12/1920
Address Line 1:	Abe Lincoln Monument
Address Line 2:	
City:	Washington
State:	DC
Zip Code:	00000
Phone Number:	5555555555
Email Address:	tbanks@doe.in.gov
Corp:	Select One
School:	Select One

At the bottom right of the form are 'Submit' and 'Clear' buttons.

- B. Change any information that is necessary, then click **SUBMIT** to save the information.

### IV. Accepting or Declining IMAP Enrollment – Beginning Educator

Once the school corporation has enrolled you in IMAP, you will receive an automatic e-mail message. You will then need to login to your TOLS user account to accept or decline the enrollment.

Navigate your web browser to <https://dc.doe.state.in.us/dpsweb/public/login.aspx>

- A. When you login to your individual user account, you will see information waiting for your approval under "Mentoring Programs to Review (Beginning Educator). You will see the IMAP enrollment period, the name of your assigned mentor, and the name of the school corporation contact.

## Indiana Department of Education

**Indiana**  
Department of Education, Division of Professional Standards

**Rachel Greene**  
rgreene@hotmail\_yahoo.com

123 MAIN ST.  
Warsaw, IN 46580  
(555) 555-5555

12/5/2007

**Licenses Currently Active**

License #	Basis	Credential Type	Credential Category	Issue Dt	Expiration Dt
0972260	Rules 2002	Professional Educator License	Instructional	12/03/2007	12/03/2009

**Mentoring Programs to Review (Beginning Educator)**  
If you do not accept this mentoring assignment, please discuss the situation with the Contact individual identified.

Start Dt	End Dt	Mentor Name	Contact Name
09/03/2007	09/03/2009	Elaine Bennis	Eric Foreman

**Applications in Processing**  
If an application was recently listed in this section, but no longer appears, then processing of that application is complete. This means that your license or permit has been printed and mailed.

- B. Click on ( ) to the left of the start date of the enrollment to receive a pop-up screen that will ask you to accept or decline the enrollment. **NOTE: If you are declining the enrollment, you must contact the individual listed in the "Contact Name" section.**

**Indiana**  
Department of Education, Division of Professional Standards

**Rachel Greene**  
rgreene@hotmail\_yahoo.com

123 MAIN ST.  
Warsaw, IN 46580  
(555) 555-5555

4/2/2008

**Licenses Currently Active**

License #	Basis	Credential Type	Credential Category	Issue Dt	Expiration Dt
0972260	Rules 2002	Professional Educator License	Instructional	12/03/2007	12/03/2009

**Mentoring Programs to Review (Beginning Educator)**  
If you do not accept this mentoring assignment, please discuss the situation with the Contact individual identified.

Start Dt	End Dt	Mentor Name	Contact Name
09/03/2007	09/03/2009	Elaine Bennis	Eric Foreman

**Approve Mentor**  
By clicking the "I Accept" button, you are agreeing to be mentored by the identified individual, and agree to complete all associate work within the identified time period.

- C. By selecting **CANCEL**, you will be returned to the previous page. **You must contact the school corporation** in order to decline the enrollment.
- D. By selecting **ACCEPT**, your enrollment in IMAP is completed. You will be returned to your home page and can select **LOGOUT**.

The screenshot shows the user interface for Rachel Greene. At the top, there is a header with the Indiana Department of Education logo and the text "Department of Education, Division of Professional Standards". Below the header, the user's name "Rachel Greene" and email "rgreene@hotmail\_yahoo.com" are displayed. A date "4/2/2008" is shown in the top left corner. The main content area is titled "Licenses Currently Active" and contains a table with the following data:

License #	Basis	Credential Type	Credential Category	Issue Dt	Expiration Dt
0972260	Rules 2002	Professional Educator License	Instructional	12/03/2007	12/03/2009

Below the table, there is a section titled "Applications in Processing" with a sub-header "Applications in Processing" and a message: "If an application was recently listed in this section, but no longer appears, then processing of that application is complete. This means that your license or permit has been printed and mailed." On the left side, there is a sidebar with links: "Home", "Application", "DOE License Search", "Change Contact Info", "Change Password", and "Logout".

## V. Accepting or Declining a Mentor Assignment

Once the school corporation has assigned you to a beginning educator, you will receive an automatic e-mail message. You will then need to login to your TOLS user account to accept or decline the assignment.

Navigate your web browser to <https://dc.doe.state.in.us/dpsweb/public/login.aspx>

- A. When you login to your individual user account, you will see information waiting for your approval under "Mentoring Programs to Review (Mentor)". You will see the IMAP enrollment period, the name of the beginning educator to whom you've been assigned, and the name of the school corporation contact.

The screenshot shows the user interface for Elaine Bennis. At the top, there is a header with the Indiana Department of Education logo and the text "Department of Education, Division of Professional Standards". Below the header, the user's name "Elaine Bennis" and email "ebennis@warsaw.k12.in.us" are displayed. A date "12/5/2007" is shown in the top left corner. The main content area is titled "Licenses Currently Active" and contains a table with the following data:

License #	Basis	Credential Type	Credential Category	Issue Dt	Expiration Dt
0972259	Rules 2002	Professional Educator License	Instructional	12/03/2007	12/03/2009

Below the table, there is a section titled "Mentoring Programs to Review (Mentor)" with a sub-header "Mentoring Programs to Review (Mentor)" and a message: "If you do not accept this mentoring assignment, please discuss the situation with the Contact individual identified." Below this message is a table with the following data:

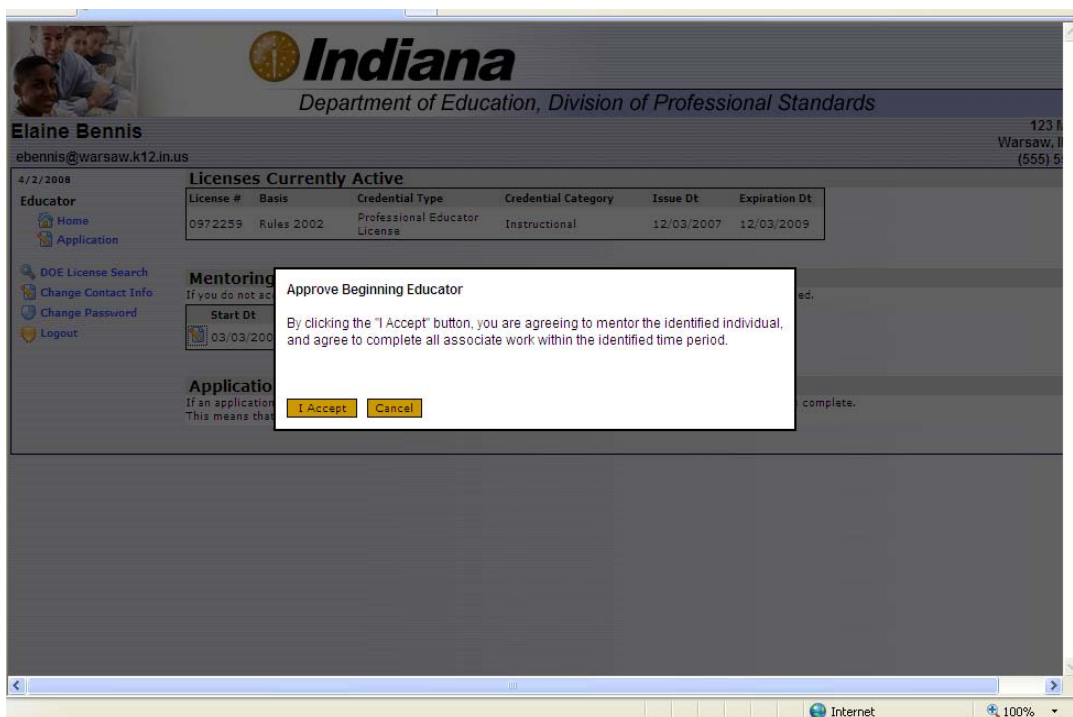
Start Dt	End Dt	Educator Name	Contact Name
09/03/2007	09/03/2009	Rachel Greene	Eric Foreman

Below the table, there is a section titled "Applications in Processing" with a sub-header "Applications in Processing" and a message: "If an application was recently listed in this section, but no longer appears, then processing of that application is complete. This means that your license or permit has been printed and mailed." On the left side, there is a sidebar with links: "Home", "Application", "DOE License Search", "Change Contact Info", "Change Password", and "Logout".

- B. Click on (📄) to the left of the start date of the enrollment to receive a pop-up screen that will ask you to accept or decline the assignment. **NOTE: If you are declining the assignment, you must contact the individual listed under "Contact Name."**



## Indiana Department of Education



- C. By selecting **CANCEL**, you will be returned to the previous page. **You must contact the school corporation** in order to decline the mentor assignment.
- D. By selecting **ACCEPT**, you acknowledge your mentor assignment. You will be returned to your home page and can select **LOGOUT**.

